

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

CITY PROSECUTOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional legal work in representing the City in complex criminal legal matters; to supervise the operations of the Prosecutor's Office; and to advise and interact with related City departments.

Supervision Received and Exercised:

Receives general direction from the Deputy City Attorney or from other supervisory or management staff.

Exercises direct supervision over prosecuting and clerical staff and student interns.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; assist in the development of policies and procedures.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures.
- Plan, prioritize, assign, supervise and review the work of prosecuting attorneys and clerical staff; assist student interns in trial preparation and practice.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

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City Prosecutor (continued)

- Attend pretrial conferences with defendants, defense attorneys and judges.
- Prepare criminal cases for trial; interview witnesses; prepare documents; interview complainants to determine appropriateness of filing criminal charges; try jury and non-jury cases involving criminal matters.
- Determine amounts and appropriateness of restitution to be paid by defendant to victims of crimes; monitor compliance with ordered restitution payments; determine terms and conditions of probation; monitor compliance of probation.
- Visit incarcerated defendants to negotiate final dispositions of cases.
- Consult with and advise adult diversion staff; approve all dismissals and re-filings sought by adult diversion staff.
- Establish and maintain effective communication with prosecutorial and judicial colleagues; consult with prosecuting attorneys and law enforcement agencies statewide.
- Consult with and advise police department regarding specific cases and general legal policies; respond to police and other enforcement personnel requests for information; advise police or other enforcement personnel on legal matters and procedures.
- Answer questions and provide information to the public regarding policy, procedure and case information; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Review City violations of zoning, tax, building safety and nuisance ordinances; file criminal cases regarding ordinance violations; advise and coordinate code enforcement practices and procedures relative to violations.
- Research, draft and propose new legislation or changes to existing legislation as required; recommend improvements in state statutes.
- Represent City in appellate matters.
- Appear before legislative committees.
- Participate in calendar call with public defender.
- Respond to requests from the media for information or interviews.
- Perform related duties as assigned.

Experience and Training Guidelines:

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City Prosecutor (continued)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional experience in criminal or other government law, including trial work and legal research experience.

Training:

Equivalent to a Juris Doctorate from an accredited law school.

Licenses/Certifications:

Membership in the State Bar of Arizona.

This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0633

Salary Range: 54

Compensation Plan: P40/Regular

FLSA: Exempt